

State of Connecticut JOB POSTING

Office of the Treasurer JOB OPPORTUNITY Securities Analyst

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 55 Elm Street, Hartford, CT
Job Posting No: 483
Hours: Full Time, 40 hours/week
Salary: AR27 \$80,115 – \$102,853 annually
Closing Date: November 25, 2016

Eligibility Requirements: The equivalent of a bachelor's degree in Business Administration or a closely related area, and at least 3 years of experience with a brokerage firm or other financial institution as a securities research assistant, personal financial planner or analyst/accountant dealing with complex financial transactions.

The preferred candidate will have demonstrated experience in the following:

- Governmental accounting, budgeting, reporting and auditing processes;
- Financial securities and analysis of bonds and financial markets;
- Ability to work on multiple projects simultaneously and work effectively in a team;
- High level of integrity and dependability with a strong sense of urgency and results-orientation;
- Intermediate or advanced level of experience with Microsoft Excel, Access, Word and Outlook;

Examples of Duties Assists Debt Management Specialists with support for new bond issues including preparation of various schedules regarding state bonds; enters new bonding data and runs reports from the State's Debt Management System; monitors bond fund spending and prepares reports to assist with management of the State's debt portfolio; may assist with preparation of annual reports, legislative analysis, arbitrage and federal compliance with IRS regulations; oversees investments in various escrows; prepares and analyzes debt service budgets and fiscal year cash flows; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of investment accounting, knowledge of governmental accounting, knowledge of basic securities and bond analysis theory; knowledge of economic forces and their impact on companies and securities and bond prices; analytical skills, oral and communication skills, interpersonal skills; considerable ability to utilize computer software.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter describing your interest and suitability for the position, resume, and Application for Employment ([CT-HR-12](#)) via fax or email to:

Ted Janiszewski, Principal Human Resources Specialist
Office of the Treasurer
55 Elm Street Hartford, CT 06106
Confidential Fax: (860) 622-4905 or
Email to theodore.janiszewski@ct.gov
Subject line MUST include: SEC AN and your last name.

Please note: due to the anticipated large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.